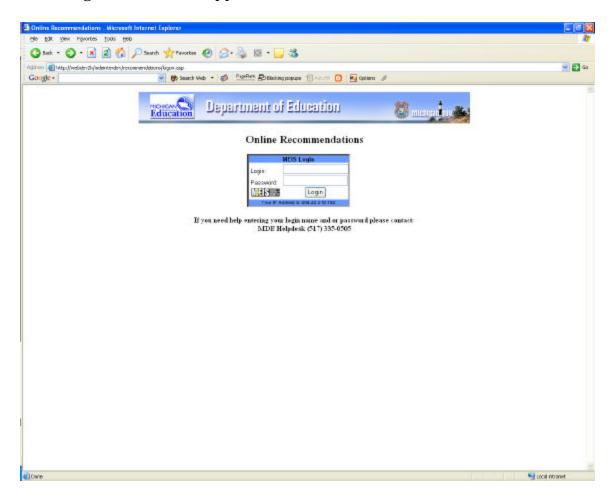
Online Recommendations Instructions

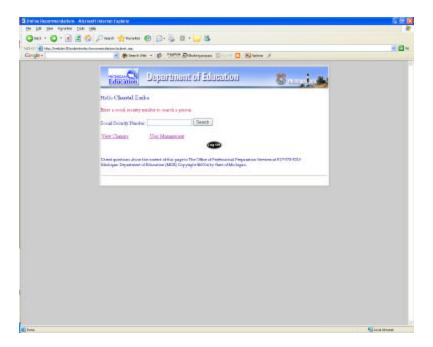
Login Screen

This is the logon screen for the application. Enter MEIS login and password and click "Logon" to enter the application.

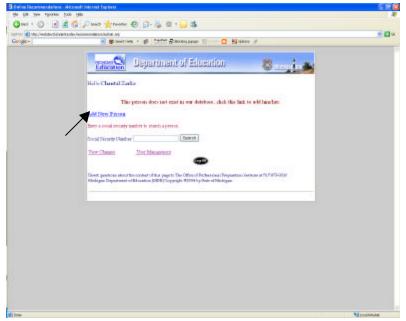


Search Screen

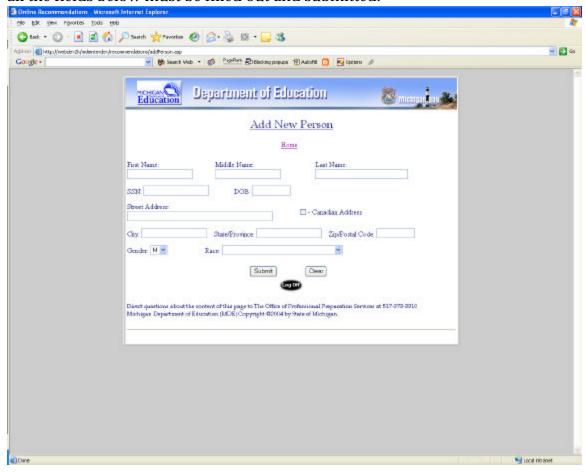
Input a social security number and click search. If the individual is in our database, you may submit recommendations, if not; you will be prompted to add the individual's personal information into the database before continuing to add the recommendations.



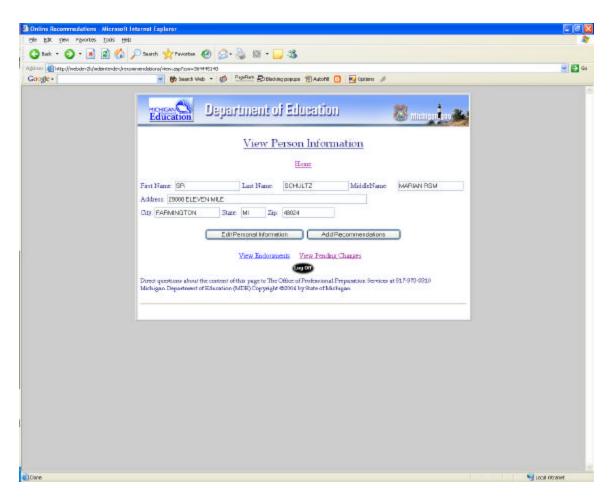
If the person does not exist in our database, click the "Add New Person" link to continue.



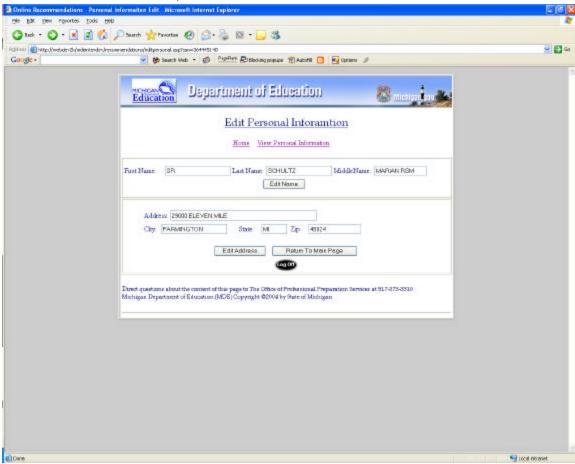
If you click, add new person link, it will take you to the following screen where all the fields below must be filled out and submitted.



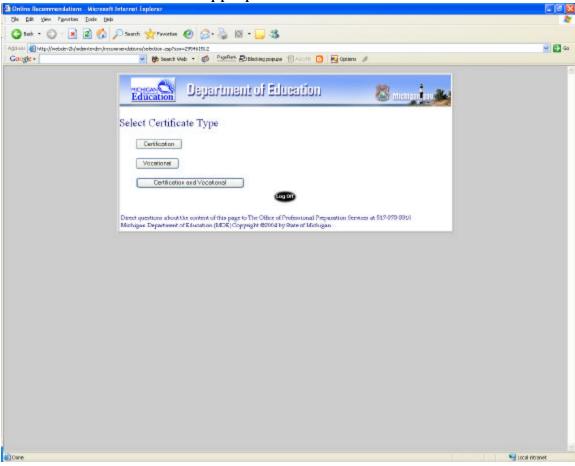
If the person was already in the database, you will be directed to the following screen. If all the information is correct, click the Add Recommendations button to proceed. If the information is incorrect, such as name, or address, click the Edit Personal Information button to edit the information.



Editing the name or address can be made accordingly on this page. Changes in the name fields can be made, and the "Edit Name" button clicked, or changes in the address can be made, and the "Edit Address" button clicked.



When ready, the user may select the type of endorsement they would like to add. A certification, Vocational, if applicable, or Certification and Vocational together. Guidance Counselor and School Psychologist will be coming soon. The user will select and be directed to the appropriate screen.

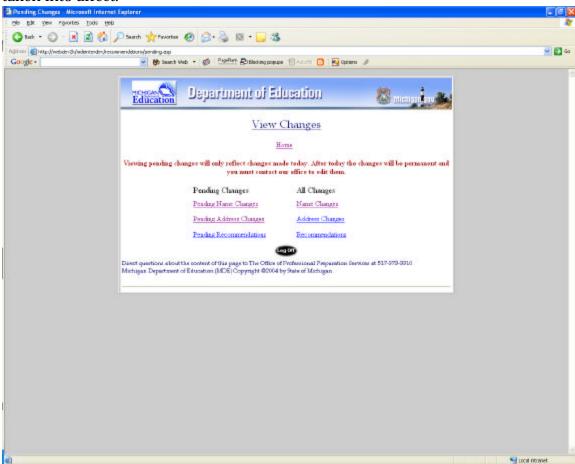


If an individual has previous endorsements, they can be viewed by clicked the link "View Endorsements" on various screens. All the information will be displayed.

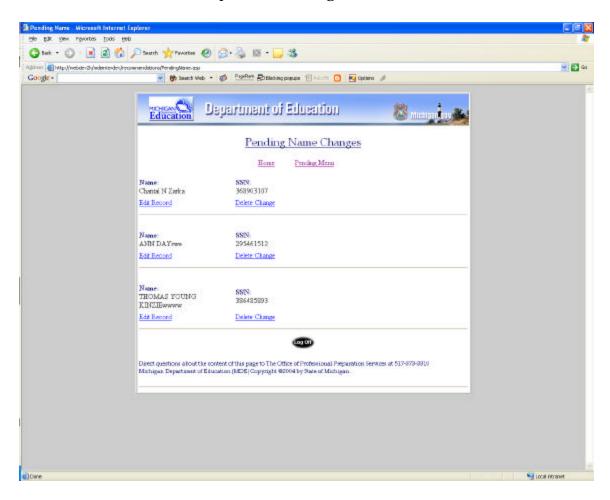


Once changes are made, they will be pending for the remainder of the day. To view any pending changes or previously made changes, click on the "View changes" link and the following screen will appear.

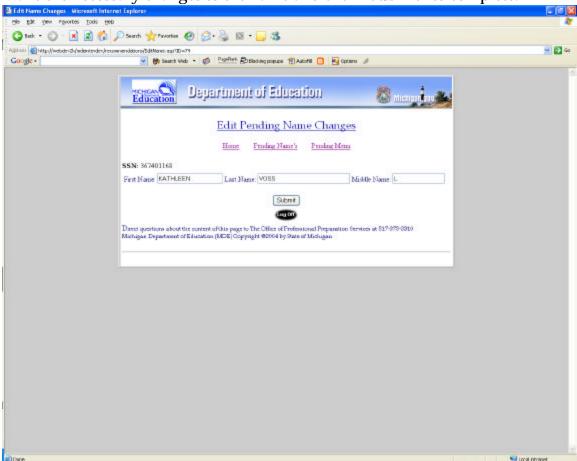
The user may view pending Name, Address or Recommendations, and edit or delete the pending changes, or view changes made previously that have been taken into affect.



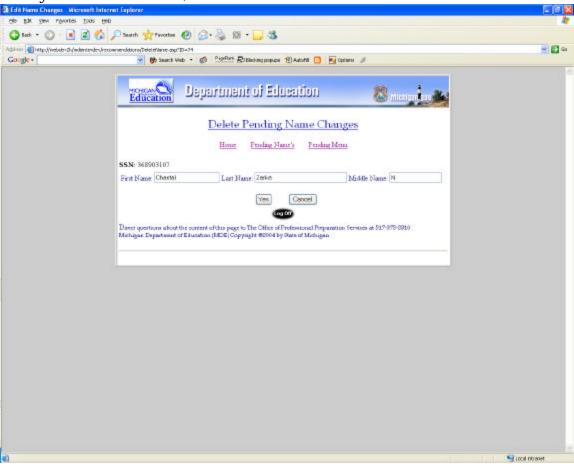
The Pending Name Changes appears below. Clicking edit record will direct the user to make changes on the current records, and click the delete change link will direct the user to delete this particular change that has been made.



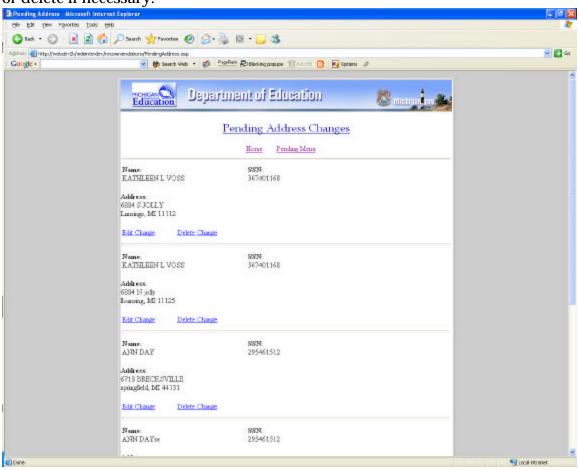
Make the necessary changes to the name and click "Submit" to complete.



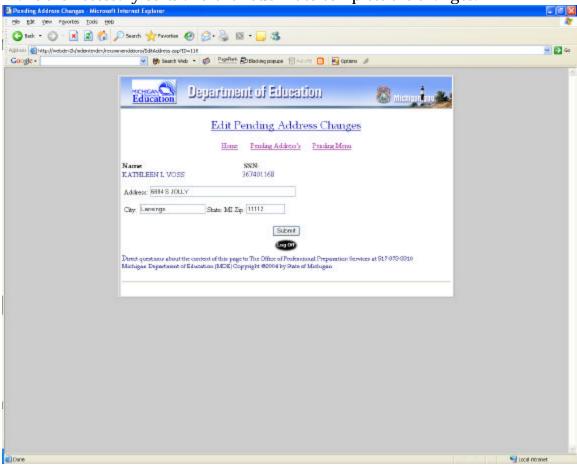
Click yes to delete a name, or no to cancel the deletion.



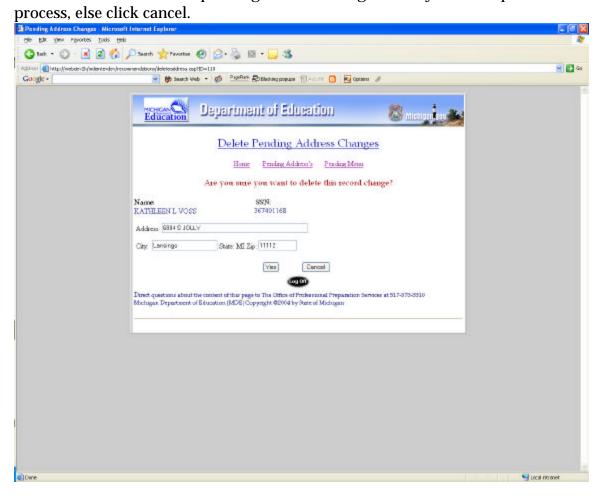
Allows the user to view all pending address changes and decide whether to edit or delete if necessary.



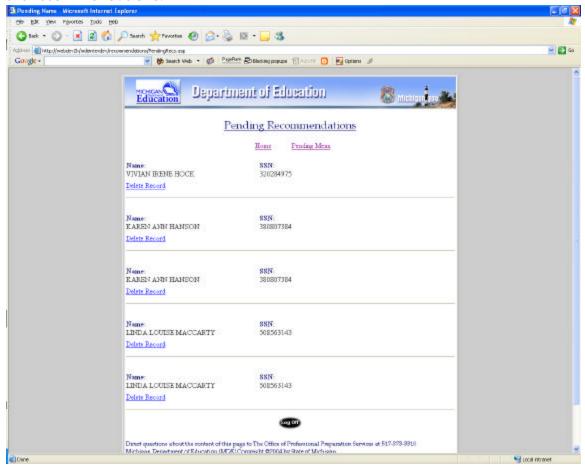
Make the necessary edits and click submit to complete the changes.

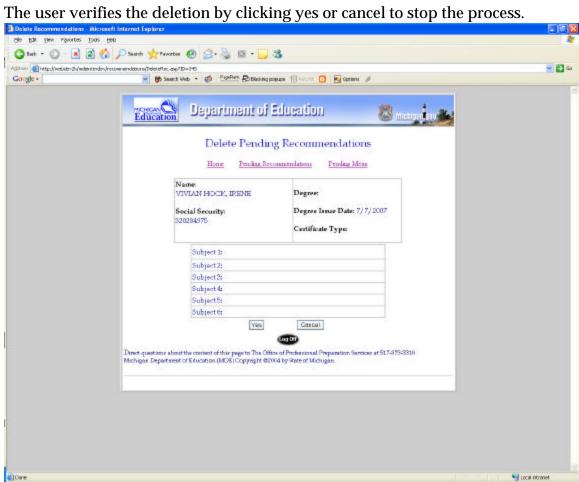


If user wants to delete the pending address changes, click yes to complete the

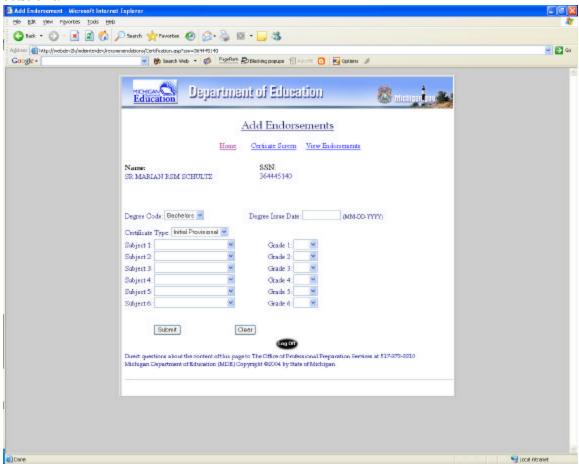


User can view the pending Recommendations and has the option to delete any of the recommendations.

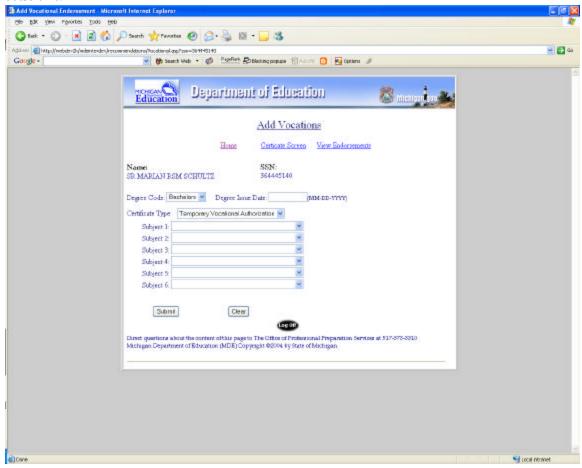




User can fill out the following information and submit a recommendation for a student.



The user can fill out the following information and add a vocational for the student.



If the student requires an endorsement and vocational added, the user fills out all the information on the following page at once.

